



PEACE CORPS/ZAMBIA
PROVINCIAL PROGRAM COORDINATOR: VA- 02/2021

Peace Corps/Zambia wishes to invite applications from suitably qualified persons to fill the position of Provincial Program Coordinator (PPC).

LOCATION : Mongu, Western Province

WORK SCHEDULE: Full Time 40 hours/Week

STARTING SALARY: o/a ZMW 305,180.00/Annum

General Description

The Provincial Program Coordinator (PPC) is a full time position under the direct supervision of the Director of Provincial Operations and Program Performance (DPOPP). The Provincial Program Coordinator is the official representative for Peace Corps in the Province and is responsible for coordinating Peace Corps activities in the Province. He/she will be responsible for advancing Peace Corps/Zambia's mission and supporting the needs of all Peace Corps Volunteers based in and visiting the Province.

MAJOR DUTIES AND RESPONSIBILITIES

Volunteer Support:

- Provide administrative, technical and emotional support to all the Volunteers (PCVs) in the province.
- Facilitate cultural integration of PCVs through counseling and coaching to solve problems arising due to cultural integration issues with host families, counterparts and other community representatives.
- Maintain and provide information on potential cross-sectoral partners that Volunteers may collaborate with, including guidelines on programs that fund community projects.
- Provide Volunteers with the most current version of all necessary forms and funding applications.
- Facilitate PCV contacts with Government of the Republic of Zambia (GRZ) officials and collaborating partners.
- Update relevant staff on any developments in the province in relation to PCV welfare, partner relationships, site development work and site visits.
- Maintain the training capacity of the provincial office including training equipment, facilities, references, and technical resources.
- Conduct site visits in coordination with program and Volunteer support staff.
- Respond to PCV emergencies, and coordinate appropriate logistics in coordination with appropriate staff in Lusaka (Medical and Safety and Security).
- Conduct a monthly cell phone check-in with all PCVs in the province.
- Prepare and distribute Lusaka updates to PCVs on a regular basis.

Site Management:

Following the Peace Corps guidelines, in coordination with PC staff and community members, the PPC will be responsible for the following activities:

- Volunteer site identification and selection
 - Meet with prospective host communities to explain the work of Peace Corps Volunteers and to identify specific community resources and needs and elaborate a job description for a prospective Volunteer.
 - Review and evaluate requests for Volunteers based on Peace Corps programming and safety & security criteria. Evaluate and report to various Peace Corps staff on the technical feasibility of proposed sites.
- Ongoing site management and documentation
 - Ensure that housing is completed to Peace Corps standards before the arrival of new Volunteers. Work with local communities and host organizations to make sure housing criteria is followed.
 - Ensure that all forms detailed in the PCZ site development manual are completed within the given timelines.
 - Maintain site development files for every site and save completed forms in the appropriate site files on the shared drive within stated timelines.
- Building and fostering counterpart and partner relations.
 - Establish and maintain good working relationship with host Government officials, NGOs, traditional chiefs, headmen and counterparts at provincial, district, and community levels.
 - Represent Peace Corps Zambia in the province and districts during meetings to provide summary reports of the PCVs' work in the province. Share read-outs from these meetings with relevant staff in Lusaka.

Administration:

- Ensure clear and regular communications with relevant staff across the Peace Corps Zambia team.
- Maintain a combined calendar for provincial and Lusaka staff travel and events.
- Coordinate planning for regional training events.
- Represent Peace Corps Zambia at major training events organized by PCVs, counterparts and partners including field days and workshops.
- Manage the provincial imprest fund.
- Prepare monthly vouchers for all regional office expenses.
- Maintain contacts with local vendors, including the landlord of the Provincial Office.
- Coordinate maintenance and use of PC property and vehicle in line with Administrative policies and guidance (vehicle, computers, printers, internet, bicycles and spares, office furniture, etc.).
- Coordinate fuel account with Admin (fuel accounts, tom cards, advance).
- Coordinate vehicle planning and movements based on schedules.
- Receive delivery of packages and materials from Lusaka for distribution to Volunteers in the region.
- Maintain and verify the readiness of the regional office to serve as an emergency consolidation point.

Safety and Security:

- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- Addresses Volunteer safety and security by adhering to Peace Corps site management policies and procedures.
- Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD).
- Assists Program Managers to ensure that prospective sites meet established programmatic and safety/security criteria.

- Reviews and references site history files when evaluating potential sites, and incorporates appropriate safety and security-related information into site history files.
- Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security. Participates in the design and implementation of the Emergency Action Plan (EAP).

Other duties:

- Provide coordination and leadership to the Peace Corps Volunteer Leader (PCVL).
- Supervise the Provincial Program Assistant (PPA), General Worker, and Janitor.
- Supervise the guards to ensure consistent security for the Provincial Resource Center.
- Other duties as assigned.

Required Qualifications:

In order to be selected for this position, the applicant must be legally eligible to work in Zambia, must not have been employed in intelligence-related activities, and must submit an application that clearly documents how they meet each of the following requirements:

- Diploma in the field of education, public administration, public health, agriculture (forestry or aquaculture). Possession of a bachelor's degree in a related field will be an added advantage.
- A minimum of five (5) years' work experience in project management, public administration, public health, agriculture, community development, or a related field in Zambia. Professional experience working in Western Province will be an added advantage. Professional experience with a donor funded, multi-cultural organization will be an added advantage.
- At least two (2) years supervisory experience will be required.
- At least one year of professional experience managing petty cash/imprest funds/budgets.
- Proficiency in oral and written English. Good working knowledge of the commonly (spoken and written) local language (Lozi) will be an added advantage.
- Knowledge of MS Office computer applications (Word, Excel, Outlook).
- Must have a valid Zambian driver's license with a minimum of five (5) years driving experience; Demonstrated ability to drive manual 4x4 vehicles is required.

Applications and supporting documentation including a typed cover letter that clearly documents how you meet each of the above requirements, CV, educational certifications, driving license, and at least three traceable references must be submitted by close of business **December 22, 2021**.

Only email applications will be accepted and should be addressed to:

Email: ZM-Jobs@peacecorps.gov clearly stating your name and position applied for in the subject line of your email.

(E.g. John Doe, Provincial Program Coordinator)

Only short-listed candidates will be notified and no telephone inquiries will be entertained.

The United States Peace Corps is an Equal Opportunity Employer.